

Safety Meeting Minutes

Use with WAC 296-800-130 Safety Committees and Safety Meetings

This form can help document the minutes of safety meetings in your workplace. This particular form isn't required, but shows the kind of information you need for your records. You can either copy this form or make your own.

Remember, you must:

- Keep meeting minutes for one year.
- Cover specific topics in your meetings.

Agenda:

Review of minutes of last safety meeting: Approved? ☐ Yes ☐ No

Corrections: _____

1. Unfinished business from last meeting:

2. Any hazards reported during this time period?

3. Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)?

4. Is your accident and illness prevention program working?

☐ Yes ☐ No

If no, describe any recommendations to improve it.

5. What other safety-related topics did you cover in this meeting?

Employer:

Worksite location:

Date: _____ **Meeting Start Time:** _____ **Meeting End Time:** _____

Who attended this meeting?

Minutes written by

Meeting Leader:

Next meeting will be on (date): _____ **Next meeting location:** _____

How likely is an injury or illness to occur in your workplace? (check the box that best applies)

- ☐ very likely ☐ somewhat likely
☐ likely ☐ unlikely, we haven't had an on-the-job accident in years

How complex is your worksite? (check all boxes that apply)

- ☐ Large or spread out worksite (for example, a logging area)
☐ poorly planned building
☐ medium sized worksite
☐ small worksite
☐ 1 story building with plenty of exits and parking